

Approved For Release 2000/08/28 : CIA-RDP78-04718A001600110024-8

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6-569724-8

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No Change in Class. ☐

☐ Declassified

Class. Changed to: TS S **1988**

Next Review Date: _____

Auth.: HR 70-3

Date: 13 DEC 1978 By: **015**

CONFIDENTIAL

JAN 23 1955

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Request for T/O Increase [REDACTED]

25X1A

1. Attached is a request from DD/P, NSA, [REDACTED] for the addition of fifteen positions (15) to its Departmental T/O. This request is based upon increased work load imposed upon the Branch as a result of the National Security Council Directive #5409, which for the first time establishes U. S. requirements policy for the areas assigned [REDACTED]

25X1A

2. The Chief of Admin for NSA states that office space is available within current allocations.

3. The Budget Officer, NSA has stated that funds are currently available for the remainder of FY-55 and that these positions are included in the FY-56 budget estimates.

4. DD/P Admin has indicated (CAO 1-4533 attached hereto) that no increase in overall DD/P ceiling is required. A summary of present civilian personnel ceiling - T/O status is as follows:

a. Headquarters T/O [REDACTED] Field T/O [REDACTED] Total T/O [REDACTED] (Approval of request will increase headquarters T/O by 15 positions)

25X9

b. Headquarters Strength (Dec. 31, 1954) [REDACTED] Field [REDACTED]

25X9

c. Total NSA Ceiling [REDACTED]

25X9

d. Number of authorized NSA T/O positions over authorized ceiling [REDACTED]

e. Number of NSA ceiling vacancies 9 (par. c - b)

5. The Chief, [REDACTED] has made certain changes in the organizational structure not reflected in Attachment B of the original request dated 26 July 1954, namely:

a. The Reports Section is abolished and its positions

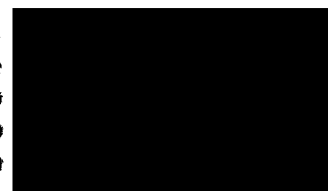
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reassigned as follows: CONFIDENTIAL

BM 157.02 (158.02)* to
159 to
161.01 to
161.02 to
161 (380)* to



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*Here recent position number.

b. The two new positions requested for the Plans and Support Section, IO/PI, GS-11 and OO [redacted] GS-9 should be combined into a single position of Area Operations Officer, GS-9/11, thereby reducing the Section [redacted] positions.

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c. One additional position is allotted to the [redacted] GS-11/12, in substitution for the one taken away from the Plans and Support Section, thereby giving it [redacted] positions.

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6. Two Administrative Assistant positions requested for the [redacted] Sections are functionally considered to be more appropriately identified as Intelligence Assistants. Special attention of CWD is therefore directed to those areas.

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7. The functions of the Plans and Support Section are primarily concerned with the formulation and submission at Branch level of all regular operational planning documents of [redacted] such as Country Programs, Related Mission Directives, budget information, and background information for the strategic planning offices. AD/P-CWD should note that any claims to major administrative responsibilities should be cleared with the NMA/Admin Officer.

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8. Approval of this increase in T/O for the [redacted] Branch should be subject to further review by the Management Staff, when the new organization becomes fully operative.

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9. It is recommended that this request be approved.

SIGNED

[redacted]
Chief, Management Staff

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Attachments:

Request from ID/P, NMA



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